

**MONTANA VITAL STATISTICS  
111 N SANDERS RM 209  
PO BOX 4210  
HELENA, MONTANA 59604-4210  
406-444-2685**

**APPLICATION FOR A COPY OF A BIRTH CERTIFICATE**

**We maintain birth certificates for births that occurred in Montana from 1907 to the present.**

**CERTIFIED copies of a birth certificate** may be issued to the Certificate Holder, the Certificate Holder's Parent, Spouse, Child, Legal Guardian or Authorized Representative (with notarized guardianship papers or a notarized authorization)

**INFORMATIONAL copies of a birth certificate** may be issued to anyone as long as the birth occurred 30 years prior to the date of application.

**Please complete the following information.**

Name on Birth Certificate: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Place of Birth: \_\_\_\_\_

Mother's Full **Maiden** Name: \_\_\_\_\_

Father's Full Name: \_\_\_\_\_

Your relationship to the certificate holder: \_\_\_\_\_ (self, mother, father etc...)

Reason the Birth Certificate is needed: \_\_\_\_\_ # of copies \_\_\_\_\_

<b>NOTICE: STATE LAW PROVIDES PENALTIES FOR PERSONS WHO WILLFULLY AND KNOWINGLY USE OR ATTEMPT TO USE THIS CERTIFICATE FOR ANY PURPOSE OF DECEPTION. (50-15-114, MCA)</b>
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**Applicant's Signature:** \_\_\_\_\_

**Ways to order:**

- ✓ Fax your application with credit card information to 406-444-1803. Certificates are mailed within **3 working days**.
- ✓ Mail the application with correct fee (check or money order\*). Certificates are mailed within **two to three weeks**.
- ✓ Apply in person for same day service. Office hours are 8:00 am to 5:00 pm Monday through Friday.

- Makes checks or money orders payable to **Montana Vital Records**

**What is the cost ?**

- ✓ Copies: \$12.00 for first copy, \$5.00 for each additional copy of the same record (or the search of files when no record is found) **(non-refundable)**
- ✓ Searches: \$10.00 for the first 5 years searched, then \$1.00 per year over the first five years. (An informational copy will be issued if record is found) **(non-refundable)**
- ✓ \$5.50 shipping and handling fee for fax or online credit card orders
- ✓ \$13.00 for Federal Express weekday delivery in the continental United States. **(Credit card orders only)**
- ✓ \$22.00 for Federal Express weekday delivery to Alaska and Hawaii. **(Credit card orders only)**

**Method of Delivery:**      \_\_\_\_\_ Regular Mail      \_\_\_\_\_ Federal Express (cannot be delivered to a PO BOX)  
(package must be signed for)

**Credit Card #** \_\_\_\_\_ **Expiration Date** \_\_\_\_\_

**Mailing or Delivery Address:**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Daytime Telephone Number: \_\_\_\_\_